

BUILDING ACCESS

1.0 Responsibility.

- 1.1 The responsibility for building security is assigned to the building administrator who shall carefully maintain a system of controlling keys or access to cabinet locks, room and building door locks, and other security systems.
- 1.2 The Chief Operating Officer or designee shall coordinate key control systems among facilities and related District security functions.

2.0 Key Distribution.

2.1 District Distribution

- 2.1.1 Master keys shall be authorized for and may be issued to the following individuals:
 - Superintendent of Schools
 - Executive Directors
 - Director of Construction, Facilities and Development
 - Director of Maintenance
 - Other personnel as determined by the Chief Operating Officer
- 2.1.2 All individuals receiving keys shall sign a receipt.

2.2 Building Distribution

- 2.2.1 One master key is authorized to each of the following for the District property under his/her supervision:
 - Principals/Building Administrators
 - Assistant Principals
 - Custodians (as required by building administrator)
 - School Resource Officer
 - 2.2.1.1 A master list inventory of all keys shall be kept at each site which includes the name of the individual to whom the key is issued.
- 2.2.2 One copy of each key shall remain secured in the building office area at all times to be used as approved and authorized by the building administrator.
- 2.2.3 The building administrator, or his/her designee, shall be responsible for the issuing of keys related to the individual unit under his/her supervision and shall require individuals, including employees, vendors, contractors or others receiving keys to sign a receipt for same. **THE BUILDING ADMINISTRATOR WILL CONDUCT AND DOCUMENT AN ANNUAL INVENTORY CHECK OF ALL KEYS ISSUED.** Inventory results will be reported to the Chief Operating Officer.
 - Teachers may be issued individual room keys, including those for cabinet, desk and storage areas within the room, on a school-term basis not to exceed a ten (10) month period.
 - When necessary for a teacher or other nine-month employee to possess school keys during summer vacation months, such keys may be reissued for that period only.
 - The building administrator, or his/her designee, may assign a limited number of exterior door keys for temporary use to employees for specific short-term night and weekend uses.

- The building administrator, or his/her designee, shall maintain the key distribution record for all locked areas within individual buildings.
- 2.2.4 Access Cards. Schools equipped with card access readers are authorized to distribute building access cards to all building employees. Cards will allow door access for a predetermined time established by the building administrator (typically 6 a.m. – 6 p.m. Monday through Friday).
- 3.0 **Alarm Code Distribution.** Alarm codes will be distributed by the Communications Center upon receipt of a written request from the building administrator. Alarm codes will be authorized for and may be issued to the following school personnel: building administrative staff, building custodial staff, and school staff responsible for opening and closing the facility.
- 4.0 **General Regulations.**
 - 4.1 After Hours Access of facilities. Facilities, including mobiles, will only be accessible to District employees during normally scheduled custodial hours Monday through Friday. Employees must leave the facility 30 minutes prior to the end of the custodian's scheduled shift. Weekend access may be granted by the building administrator for temporary use per Section 2.2.3 of this policy.
 - 4.2 Building administrators shall notify all employees of the possible cost of restoring area or building security if keys issued to the individual are lost and building security is therefore compromised.
 - 4.3 An employee shall be solely responsible for keys/access card/alarm code issued to him/her.
 - 4.4 An employee is required at all times to use reasonable care to safeguard keys/access cards/alarm codes issued to him/her including not marking the key or attaching a lanyard to the key that identifies the location of its use.
 - 4.5 Loss of keys shall be reported in writing to the appropriate building administrator immediately. The building administrator shall report the loss of any master keys to the Chief Operating Officer or designee. The employee may be charged replacement cost for keys based upon the circumstances or the cost of restoring area or building security.
 - 4.6 School keys shall be duplicated by the District locksmith only upon requisition by the appropriate building administrator or director and approval by the Chief Operating Officer or designee. No employee shall have a key duplicated commercially without specific written authorization from the Chief Operating Officer or designee. Unauthorized copying of keys may be considered justification for dismissal.
 - 4.7 An employee shall return all District keys upon request of the building administrator, or at the beginning of his/her summer vacation, extended leave, or termination of employment in the building.
 - 4.8 When a building administrator terminates employment or changes assignment, the Human Resources Department shall inform the Chief Operating Officer or designee in order that an audit for all keys issued shall be conducted.

Acknowledgement of Receipt of District Keys

_____ **School**
_____ **School Year**

This practice ensures safety of school property, employees and students. The loss of a key, or unauthorized use of keys, can result in serious consequences and unnecessary expenditures for our schools and employees.

The building principal, administrator or designee issues keys to employees pursuant to District Policy 3810 and requires all employees to sign this key receipt. By signing this form, and receiving district keys, I agree to the following:

1. I will use reasonable care at all times to safeguard keys/access cards/alarm codes issued to me and will not mark the key or attach a lanyard to the key that identifies the location of its use.
2. I will not leave keys unattended in an office, classroom or vehicle.
3. I will not loan keys to students or fellow employees for any reason.
4. Lost or stolen keys shall be reported immediately to the principal. I may be responsible for costs associated with such loss based upon circumstances and what is required to restore security to the compromised area.
5. I will return any keys in my possession before leaving for summer break or at the conclusion of the session, as applicable. I will return all district keys upon request of the building administrator at any time.
6. I will not duplicate any keys assigned to me by the principal. I understand that unauthorized copying of keys may be considered grounds for discipline, up to and including dismissal.

The building principal, administrator or his/her designee will maintain a key record for all locked areas within individual buildings. The building principal or administrator will conduct and document an annual inventory check of all keys issued.

I have read and understand District Policy 3810.

_____	_____
Signature	Date
_____	_____
Name Printed	Title
_____ Inside Master	_____ Outside Classroom Door
_____ Outside Master	_____ Proximity Card
_____ Grand Master	_____ Building Alarm Code
_____ Inside Classroom Door	_____ Other _____

Issued By: _____